



## Group Visitation Expectations & Agreement

Thank you for showing interest in visiting Eastern Michigan University. Before we can confirm your request, we would like to establish expectations for your group during your campus visit. Please read and sign the Group Visitation Expectations & Agreement. Your reservation is not confirmed until this agreement is signed and returned.

1. I understand that my group visit reservation is not confirmed until I sign and return this agreement to Admissions Visit Programs (AVP). I will either email (as an attachment) or fax the agreement to [visit.emu@emich.edu](mailto:visit.emu@emich.edu) or 734.487.6847.
2. I understand the arrival time for my group is important to the schedule of the visit. If my group is running late due to any unforeseen delays, I will notify the Admissions Visit Programs office (734.487.6453) immediately.
3. If I arrange any additional visit components on my visit day with another department, I will inform the Admissions Visit Programs office.
4. I understand that I will bring an adequate number of adult chaperones for the size of my group to ensure the best visit experience. AVP requires 1 chaperone for every 15 students. Large groups are often separated into smaller groups to tour campus.
5. I understand that it is my responsibility to control behaviors not appropriate for a campus tour - including excessive talking, lagging behind, foul language, etc. Please note: tour guides are not responsible for monitoring the behavior of your group. Tour guides have the discretion to end tours early where inappropriate behaviors are occurring. AVP reserves the right to deny future visits based on past behavior.
6. If you need to cancel your scheduled visit, notification must be made two business days prior to the visit. Please cancel by phone to our main number at 734-487-6453.

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Name of Group: \_\_\_\_\_

Contact Person (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please sign and return by fax to Admissions Visit Programs, 734.487.6847 or scan and email to [visit.emu@emich.edu](mailto:visit.emu@emich.edu).*